

Spotlight







on Student Assessment and Accountability

What's New

October 30, 2014

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Spring 2015 Test Components

The Division of Accountability Services (DAS) is in the process of creating Guidance for the Spring 2015 assessment that will identify the number of parts (test sessions) for each subject and the recommended time to administer each part. The tests are untimed. This document is expected to be ready for release on November 6, 2014 to help schools prepare Spring 2015 Online Testing schedules.

The Spring 2015 test component information will be included in the November 6th Spotlight and will be posted on the Michigan Department of Education Student Assessment web site.

Online Waiver Extended to November 14, 2014

To provide additional time for schools and districts to review Spring 2015 test component information which will be released on November 6, 2014, **the deadline to request an Online Waiver has been extended by one week to November 14, 2014.**

The instructions for submitting an online waiver are located at http://www.mi.gov/documents/mde/Paper_Pencil_Request_470321_7.pdf

If you have already requested an Online Waiver for one or more schools, but based on the 2015 test component information you determine you have the capacity to test online for one or more of these schools, you may withdraw your waiver request **by the November 14, 2014 deadline.**

To withdraw your waiver request for one or more schools, please send an email request to baa@michigan.gov with the subject line Withdraw Waiver Request. Please provide district and school information, as well as your contact information in the text

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Reminders

► *Prior Recently Asked Questions can be found at http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf.*



new feature

Look for the computer icon under Quick Links!

It is highlighting Spotlight articles that contain information tech coordinators also need to know.

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.

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of the email. If you have additional questions regarding submission or withdrawal of the online waiver, please call 877-560-8378, and select option 8.

Note: Due to the cost concerns of preparing the separate online and paper/pencil test forms, no change requests will be accepted after the November 14, 2014 deadline date.

Online Testing Server Capacity Clarification

As your schools make decisions regarding whether or not to request an online testing waiver, it is important to note that the online testing servers are provided and hosted by the online delivery vendor. In no way does the capacity of the State's systems impact the online testing performance. Our online delivery vendor is well equipped to support the increased demand involved with statewide testing. The vendor actively monitors their servers and increases the capacity as needed to handle the increased traffic and ensure a quality testing experience for all students. Schools should not request an online testing waiver based on their concern about the online delivery server capacity.

Online Assessment Device Requirement and Scheduling Considerations

Device requirements for Spring 2015 online delivery are published in MTRAx. The requirements were updated on September 15, 2014 and are not expected to change for the Spring 2015 test delivery. The device requirements are located at http://mtrax.org/files/Michigan_Testing_Device_Requirements9-15-14.pdf

When determining if you have sufficient devices to administer tests online, please consider the following:

- For online testing, not all students have to be administered the same assessment at the same time, nor on the same day. Schools have the flexibility to determine which students will be

administered which subject, on which day. This flexibility extends across the entire test window for that grade level.

- Headphones are required for the listening portion of the English Language Arts (ELA) assessment, but not all students have to take the online ELA assessment at the same time, nor on the same day.
- Please note the requirement for external keyboards (paragraph 3 of the Device Requirements document). Without the external keyboard, the virtual keyboard that pops-up on the display screen will restrict the visibility of the item to which the student is responding. This could cause the student to overlook a portion of the item.

Note: *The number of sessions and recommended time to administer each session will be published on November 6th in the Spotlight.*

ACT Plus Writing Update

On November 3, 2014, an ACT Test Administration Training Webcast becomes available online at <http://www.act.org/aap/michigan/act.html>.

Spotlight Sign Up

Last week we ran an article on how to sign up for our weekly Spotlight on Student Assessment and Accountability. The article outlined that by joining any one of our assessment and accountability listservs, you would automatically receive Spotlight.

While a vast majority of our readers would like information offered through one or more of our Assessment and Accountability listservs, readership is increasing and now may include individuals only interested in our Spotlight.

Therefore, a Spotlight listerv has been created. To join, go to <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>, enter your email address, click submit, and a full list of MDE Topics/Listservs

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Spotlight on Student Assessment and Accountability

will appear. Under the Student Assessment heading, simply select the Spotlight on Student Assessment and Accountability listserv.

Note: If you are already in the Educational Entity Master (EEM) as a principal, an assessment coordinator (MEAP, MI-Access, MME, WIDA, etc.), or already on an assessment listserv, you should already be receiving the Spotlight and you do not need to sign up for the Spotlight listserv.



Update Your Entity Contact Information in the EEM

The Educational Entity Master (EEM) is used throughout the year to pull contact information for schools and districts for important communications. It is also used to pull various information about your school and/or district for assessment and

accountability reporting purposes. It is crucial that your school and/or district keep your entity and entity contact information up to date in the EEM at <http://www.mi.gov/eem>.

Keeping your EEM information up to date is the best way to ensure that the MDE will use correct entity and entity contact information for your school and/or district. To update information in your EEM listing(s), please consult your school or district authorized EEM user.

For technical support with the EEM, please consult the EEM user guides and manuals or contact CEPI at cepi@michigan.gov or 517-335-0505.

Just a reminder...

Upcoming important dates, recent topics, etc.

Pre-identification for Spring 2015 Assessments

ACT Plus Writing and WorkKeys

In early December, the Division of Accountability Services (DAS) will pre-identify students using the Michigan Student Data System (MSDS) fall 2014 general collection count data and Student Record Maintenance (SRM) files submitted by districts.

All grade 11 students who were not enrolled in Grade 11 during the Spring 2014 test window will be pre-identified for both the ACT Plus Writing and the ACT WorkKeys assessments. Eligible grade 12 students are those who did not previously take the MME or took the MME but did not receive a full score in an MME subject area.

Grade 12 students, who have not previously been included in accountability calculations, will be pre-identified for testing and will be required to test.

Summative Assessments and MI-Access (Grades 3–8 and 11)

Pre-identification of students for summative assessments will begin in early January using the Michigan Student Data System (MSDS) fall 2014 general collection count data and Student Record Maintenance (SRM) files submitted by districts. All students will be pre-identified to the summative assessment and districts/schools will need to move MI-Access students from the summative to the appropriate MI-Access assessment.

WIDA

Students who are identified as Limited English Proficiency (LEP) in MSDS will be pre-identified by the state for the WIDA assessment. Additional students required to test and not pre-identified by the state will need to be added by the district or school.

Kindergarten Entry Assessment (KEA)

- The KEA test window closes tomorrow, October 31, 2014.
- **Parent Reporting–Arabic:** The English version of the Objectives for Development and Learning (ODL) is available for use during family conferencing. The ODL has been translated into a parallel Arabic version. KEA teachers can refer to the ODL in English and have parents follow along in Arabic. Both documents will be available on the teacher home page.
- **Need assistance or support:** Email addresses, telephone contact information, and requests for on-site support for KEA Trainer/Coaches can be sent to baa@michigan.gov or call 866-736-5913.

Material Orders for Paper/Pencil

The windows for ordering materials for students taking the paper/pencil assessments will open:

Early December 2014

- WIDA materials will be automatically ordered based on Pre-ID.

Early January 2015

- Summative and MI-Access grades 3–8 and 11
- ACT Plus Writing and WorkKeys (*will be done through ACT – not the Secure Site*)



Fall 2014 Interim Assessment Field Test for iPads and Chromebooks

Registration is now open for iPads and Chromebooks at <https://baameap.wufoo.com/forms/fall14-interim-ipadchromebook-field-test/>. Schools that have participated in the Fall 2014 Interim Assessment Field Test (desktops and laptops only—which ended October

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17, 2014) may also participate in the iPad and Chromebook field test; however, these schools are still required to complete the iPad and Chromebook registration survey.

Note: Students may not take the same assessment more than once. For example, if a student took the ELA assessment during the desktop and laptop field test window, that same student may not take the ELA assessment during the iPad and Chromebook field test window.

- **The test window runs from October 20, 2014 to November 14, 2014.**
- Technical Coordinator User Guide, checklists, and administration manuals are available at <https://mi.drcedirect.com/>.

Participation Incentive

- Schools who register for this field test will be eligible to receive the Technology Readiness Infrastructure Grant (TRIG) participation incentive of \$3.00 for each student test completed.
- Each content or subject area test consists of two parts, and both parts of the test must be completed to be eligible for the participation incentive. For example, a student who completes both parts of each assessment in ELA and Mathematics will earn the school district a participation incentive of \$6.00.

Preparation

- In preparation for using Chromebooks, please make sure you have set up Google Apps for Education and have enrolled all of your Chromebooks in the Device Manager. This will allow you to manage your devices including configuration and the INSIGHT testing software. If you have not already done so, visit Google to manage your Chrome devices: <https://support.google.com/chrome/a/answer/1289314?rd=2>.

- If you require support with setting up your Google Administrator account or enrolling Chromebooks, please contact Google, directly.

Note: Chrome device management is automatically available for Chrome devices purchased directly from Google or an authorized reseller. To manage Chrome devices from third parties, purchase Chrome device management separately from a Chrome Devices for Business and Education sales representative.



Fall 2014 Interim Assessment Field Test Survey Open for Comment

A vital part of every field testing process is the constructive feedback received from participating schools. The Michigan Department of Education (MDE) has recently opened two Fall 2014 Interim Assessment Field Test surveys. The feedback collected from these surveys is extremely valuable in helping guide MDE in future online assessment administrations. If you participated in this field test, please consider completing the appropriate survey below.

[The Fall 2014 Fall Interim Assessment Technology Coordinator Survey](#) is geared towards Technology Coordinators and meant to collect technical feedback about the field tests.

[The Fall 2014 Interim Assessment Post-Administration Survey](#) is geared towards Interim Assessment Coordinators and school staff who were directly involved in the administration of the field tests.

Each survey should take less than 10 minutes to complete.